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**The Charter Schools Educational Trust**

**A Secondary Pupil’s Guide to Artificial Intelligence (AI)**

### **🤖 What Is Artificial Intelligence (AI)?**

Artificial Intelligence, or AI, is when computers or machines are designed to think and learn like humans. AI is not conscious and is not human. AI can answer questions, write text, recognize images, translate languages, make music, and even help doctors or self-driving cars. You've probably already used AI without even realising it—like when you ask a voice assistant to help you with something or when you get a suggestion on YouTube or Netflix!

### **🧠 How Does AI Work?**

AI learns by spotting patterns in data. For example, to recognise a cat in a photo, it looks at thousands of pictures of cats until it gets really good at identifying them. This is called machine learning—a type of AI that improves with experience. AI tools use large volumes of data, but the data is not always necessarily high quality and could contain biases.

### **✅ What Can AI Do for You?**

AI tools can be incredibly helpful for your learning—if used wisely. Here are some ways you might use AI at school or at home:

* **Get help with homework** – AI can explain tricky topics, give summaries of articles or books, or help you brainstorm ideas. AI can support you with homework, but it cannot do the homework for you!
* **Feedback on writing** – AI can check grammar, spelling, and structure, or give suggestions to improve your work (but it’s up to *you* to make the final changes).
* **Spark creativity** – AI can help you write poems, generate story starters, or suggest new ways to approach a project or piece of art.
* **Translate languages** – Tools like Google Translate or AI chatbots can help with learning new words and sentence structures.
* **Make revision more fun** – You can ask AI to quiz you, create flashcards, or explain things in simpler terms.
* **Create media** – Some tools let you make images, videos, or music using just text prompts or ideas.
* **Get organised** - AI can help you schedule your homework or your revision; it can even help you prioritise tasks and keep track of what you have done.

🟡 **Important:** These tools are here to support your learning—not do the work for you. Always ask your teacher before using AI in classwork or assignments. There is emerging evidence that using AI to explain something you don't understand, to clarify an answer, or to double-check your own thinking, can deepen learning, and can lead to better results in assessments. On the other hand, if you have used it to simply look up answers without doing any thinking for yourself, you are likely to perform worse in tests as you do not understand the content, or how to demonstrate your knowledge of it..

**⚠️ Staying Safe with AI**

Just like the internet, AI tools are powerful —but you need to use them wisely:

* **Protect your privacy**: Don’t share personal information with AI tools.
* **Think critically**: AI can make mistakes or give biased or made-up answers.
* **Be original**: Use AI to help, but don’t copy its work as your own.
* **Ask for help**: Talk to a teacher or adult if you're unsure about using an AI tool.

### **📝 AI and NEA Assessments – Know the Rules**

If you're doing coursework or a **Non-Exam Assessment (NEA)**—like in English, Computer Science, Art, or DT—you must **follow JCQ rules**.

Your teachers will explain what’s allowed in each subject. When in doubt—**ask first**. It’s always better to be safe and honest.

The **Joint Council for Qualifications (JCQ)** says:

* **AI tools must not be used to do your work for you.**
* You can use AI tools to help you but you must clearly say or cite if you got ideas or help from AI tools.
* Submitting AI-generated work as your own is **cheating** (called malpractice)

### **💬 Final Thought**

AI is becoming a big part of our world, and learning how it works can help you use it safely, creatively, and responsibly. Stay curious, ask questions, and use AI to **learn smarter**—not to do the learning for you.